

Purchasing Award of Merit - Master Scoring Sheet

| Subfolder | Points |
|---|-----------|
| 1 Purchasing Operation Organization | 25 |
| A. Organization Chart | 5 |
| B. Job Descriptions | 5 |
| C. Staff Training | 5 |
| D. Purchasing Manual | 10 |
| 2 Purchasing Policies and Procedures | 15 |
| A. Board Policy | 5 |
| B. Ethics / Conflict of Interest | 5 |
| C. External Audit | 5 |
| 3 Purchasing Contract Operations | 25 |
| A. Annual Aggregate | 5 |
| B. Contractors List | 5 |
| C. Cooperative Purchasing Agreements | 5 |
| D. Cooperative Purchasing Strategy | 5 |
| E. Internal Customer Feedback Regarding Vendor Performance | 5 |
| 4 Purchasing Staff Engagement, Training, Certification | |
| A. TASBO Certifications | 10 |
| i. Chief Purchasing Official | 5 |
| ii. Staff | 5 |
| B. TASBO Engagement | 20 |
| i. Attended Purchasing Academy | 4 |
| ii. Attended Annual or Summer Conference | 4 |
| iii. participated in Committee Connect | 4 |
| iv. Purchasing Mentor | 4 |
| v. Purchasing Instructor/Presenter | 4 |
| 5 Procurement Card | 20 |
| A. Procedures | 5 |
| B. Policy | 5 |
| C. Audit | 5 |
| D. Staff Certification | 5 |
| 6 Warehousing | 15 |
| A. Policy and Procedures | 5 |
| B. Staff Information | 5 |
| C. Inventory Information | 5 |
| 7 Procurement Knowledge | |
| A. Education Status | 15 |
| i. CPO Degree (Bachelor's, Graduate) | 5, 10 |

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|-----|---|-----------|
| ii. | Staff Degrees (Bachelor's) | 5 |
| B. | In-Service Training of Non-Purchasing Staff | 5 |
| C. | Longevity Status | 10 |
| i. | CPO Longevity | 5 |
| ii. | Staff Longevity | 5 |

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| 8 Technology | 20 |
|---------------------|-----------|

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|----|---|---|
| A. | PO System Description | 5 |
| B. | Link to Purchasing Website Home Page | 1 |
| C. | Link to Online Vendor Registration System | 1 |
| D. | Link to Online Bidding Site | 1 |
| E. | Link to System to Contact Vendors | 1 |
| F. | Link to Posting of Purchasing Awards | 1 |
| G. | e-Commerce Evidence | 5 |
| H. | Online Surplus Sales | 5 |

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|------------------------------|-----------|
| 9 Communication Tools | 20 |
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|----|--------------------------------|---|
| A. | Approved Vendor List | 5 |
| B. | External Vendor Surveys | 5 |
| C. | Internal Customer Surveys | 5 |
| D. | Purchasing Department Meetings | 5 |

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